

KENTUCKY DEPARTMENT OF EDUCATION
STAFF NOTE

Action/Discussion Item:

2006 Report, 2006 Exceptions, and 2008 Plan required by 702 KAR 1:115, Annual in-service training of district board members

Applicable Statute or Regulation:

KRS 160.180 (with references to KRS 156.031; KRS 156.070)

Action Question:

Should the Kentucky Board of Education:

- 1) Accept the 2006 District Board Member In-Service Training Report;
- 2) Grant an extension of time to complete the 2006 requirements to local board members who did not complete the 2006 requirements;
- 3) Approve the 2008 In-Service Training Plan?

History/Background:

Existing Policy. Kentucky Revised Statute requires that school board members complete annual (calendar year) in-service training. Twelve hours are required during each of the first four years of district board service; eight hours during each of the second four years; and, four hours each year thereafter. The Kentucky School Boards Association (KSBA) collects and keeps corresponding records and is recognized as the provider of eight of the twelve hours required during each of the first four years of service. 702 KAR 1:115 requires KSBA to submit to the Kentucky Board of Education for review and approval the following:

- in-service training records on an annual basis;
- request for an extension of time for completing required in-service training hours in individual cases where warranted;
- an annual in-service training plan.

These items are attached.

Staff Recommendation and Rationale:

Staff recommends approval of the 2006 Report; the 2006 exceptions and the 2008 Plan submitted by KSBA. The 2006 Report is complete and accurate and reflects in-service training offerings that comply with regulation specifications. The request for extensions for board members needing additional time to complete 2006 requirements is justified and is within the provisions of the statute. The recommended 2008 Plan meets and exceeds regulation specifications, is designed to assist members' personal and professional growth to meet the increasing demands placed on local school board members and capitalizes on emerging research that validates the board's role in student achievement through whole board training.

Note: KSBA Board Team Development is currently undergoing a redesign that will be reflected throughout all KSBA training events and conferences. Revamping the Academy of Studies is at the heart of this initiative. The KSBA Academy of Studies was designed to assist board members in obtaining continuing education while satisfying the legal requirements for annual in-service training. While participation in

the program is voluntary, it does provide a framework that helps direct members' efforts and recognizes their commitment to continuous learning. The Academy's current design offers five levels, each with broad requirements for successful completion. Level I, the Certificate of Basic Studies, lists courses/topics new board members must have as they make the transition from citizen to local community leader and policy maker. However, once this level is obtained, there is very little specificity to the requirements for subsequent levels. By examining the current Academy requirements and identifying more clearly defined parameters at each level, this program would be strengthened and increase its usefulness for members by providing a more coherent path to higher levels of competency and performance. KSBA staff and volunteers from the board of directors are currently in the process of analyzing the job requirements of a local school board member. Once this analysis has been completed, a proposal to augment and/or realign the Academy of Studies will be drafted with the intent of presenting a recommendation for adoption to the full KSBA Board of Directors at the November 17, 2007 meeting.

Impact on Getting to Proficiency:

The local board of education plays a key role in making sure schools reach proficiency through its policy decisions.

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Deputy Commissioner

Interim Commissioner of Education

Date:

August 2007

ATTACHMENT A

LOCAL SCHOOL BOARD MEMBERS IN-SERVICE TRAINING 2006 SUMMARY REPORT

	Total	Years Service:		
		0-3	4-7	8+
Hours Completed*	12.1K	5.0 K	3.2K	3.8K
Members	863	306	229	328
Minimum Hours Required		12	8	4
Hours Above Minimum	5.1K	1.2K	1.4K	2.5K
Members Above Minimum	766	256	205	305

K = 1,000

ATTACHMENT B

LOCAL SCHOOL BOARD MEMBERS 2006 KSBA TRAINING OFFERED

Theme/Topics	Attendees	Hours	Location	Date(s)
Annual Conference	679	15.75	Louisville	January
<ul style="list-style-type: none"> - All Students' learning achievement - Board member basic roles, responsibilities and law - School finance, planning and oversight; risk management - Curriculum: Technology; Character Education; Special Education; Gifted - School safety; Student discipline - Exemplary (district) programs - Community and Student involvement - Superintendent selection process - Board chairperson responsibilities - Planning processes - Equity issues; student achievement gap - Teacher quality 				
Leadership Institute	235	9	Lexington	July
School Facilities	86	6	Lexington	Dec.
Safe Schools; Risk Management	28	10+	Louisville	Oct.
Current Topics	376	1	12 Regions	Sept.-Nov.

Basics :

Roles, Responsibilities, Relationships
 The Board Meeting
 Student Learning
 Student Support Services
 Finance & Budget
 Beyond the Board Meeting

“How to” Topics on Request:

Improving student achievement
 Lead
 Develop Policy
 Select / Hire Superintendent, et al
 Evaluate superintendent, et al
 Get community involved: Community Relations
 Conduct effective Board meetings
 Develop Facilities; Comprehensive Improvement; Technology Plans
 Chair meetings
 Create / Sustain (safe, etc.) learning environments
 Plan / Construct facilities
 Work with School Councils, other groups

ATTACHMENT C

LOCAL SCHOOL BOARD MEMBERS IN-SERVICE TRAINING 2006 REQUIREMENTS NOT MET SUMMARY

<u>Years Service</u>	<u>0-3</u>	<u>4-7</u>	<u>8+</u>	<u>Total</u>
Minimum Hours Required	12	8	4	NA
Members Below Minimum	3*	0	0	3
Hours Completed	27	0	0	27
Additional Hours Required	9	0	0	9

*Members who did not meet requirements were appointed to fill vacancies and immediately began to serve during the year.

ATTACHMENT D

**LOCAL SCHOOL BOARD MEMBERS
IN-SERVICE TRAINING
2006 Requirements Not Met
Detail**

School District	Name	Service Date	Total Hours Required	2006 Hours Earned	2006 Hours Still Needed
Dawson Springs	Marlana Patton	7/20/06	12	6	6
Fayette Co.	Melissa Bacon	11/6/06	12	10.5	1.5
Providence	Kim Phillips	6/7/06	12	10.5	1.5

Note:

On behalf of these board members, KSBA requests an extension of time be granted for them to complete requirements. As of March 2007, significant progress toward completing their 2006 requirements has been made. The request for extensions for these board members needing additional time to complete 2006 requirements are justified and allowed by the provisions of the statute.

ATTACHMENT E

LOCAL SCHOOL BOARD MEMBERS 2007 KSBA TRAINING OFFERINGS (Approved by KBE in 2006)

Theme/Topics	Credit Hours	Location	Date
Annual Conference	13.0	Louisville	February
<ul style="list-style-type: none"> - All Students' learning achievement - Board member basic roles, responsibilities and law - School finance, planning and oversight; risk management - Curriculum: Technology; Character; Special; Gifted - School safety; Student discipline - Exemplary (district) programs - Community and Student involvement - Superintendent selection and evaluation processes - Equity issues; student achievement gap 			
Leadership Conference	9	Lexington	July
School Facilities	5	Louisville	Dec.
Safe Schools; Risk Management	10+	1 Site	Oct
Current Topics	1	12 Regions	Sept.-Oct.
Winter Conference ("Basics")	6	Louisville	Dec.
"Basics" Topics (on Request): Roles, Responsibilities, Relationships The Board Meeting Student Learning Services Student Support Services Finance & Budget Beyond the Board Meeting			
"How to" Topics (on Request): Improve students' learning success Lead Develop Policy Select / Hire Superintendent, et al Evaluate superintendent, et al Make decisions Get community involved (Community Relations) Plan & conduct effective Board meetings Continually improve (process and program) effectiveness and efficiency Conduct student discipline hearings Set tax rate and develop budget plans Develop Facilities; Comprehensive Improvement; Technology Plans Chair meetings Create / Sustain (safe, etc.) learning environment Plan / Construct facilities Work with School Councils, other groups Advancing Student Achievement to Proficiency (ASAP)			

"How to" Topics (On Request) continued:

Managing Board Team Effectiveness

Board effectiveness self-assessment; operating principles

Board Mission & Goals

ATTACHMENT F

LOCAL SCHOOL BOARD MEMBERS 2008 KSBA TRAINING OFFERINGS

Theme/Topics	Credit Hours	Location	Date
Annual Conference The 2008 Annual Conference will contain sessions pertaining to topics available in the KSBA Academy of Studies with the intent to have content from each topic available every two years.	13	Louisville	February
Leadership Conference	9	Lexington	July
Winter Conference		Louisville	December
New Board Member Basics	6		
School Facilities/School Finance	6		
Safe Schools; Risk Management	10+	Louisville	October
Current Topics	1	12 Regions	Sept.-Oct.

Academy of Studies Level I Topics ("Basics"):

- Roles, Responsibilities, Relationships
- The Key Work of School Boards
- The Board Meeting
- Student Learning Services
- Student Support Services
- Fundamentals of Finance & Budget
- Legal Issues & Responsibilities
- Parliamentary Procedure
- Beyond the Board Meeting
- Risk Management& School Insurance

Academy of Studies Levels II - IV Topics (on Request):

The structure of education in Kentucky

- Basis for public education; state and federal role; legislature, governor, courts

The local board of education

- Duties, policy making, qualifications, removal from office, training, conflicts, liability

The superintendent

- Selection, removal, functions, evaluation, policy making vs. administration

The school council

- Establishment, committees, responsibilities, the board's role, allocation of resources

The school board meeting

- Regular/special/emergency, open meetings, attendance, agenda, voting, minutes

Board policy making

- Development of the board's management tool

Planning

- Projects programs, long-range/strategic, consolidating, operational, site-based

School / Community / Media relations

- Board meetings, personal contacts, publications, community forums, news media relations

Advocacy

- Lay control, state board, legislature, community, lobbying tips

Board evaluations

- Internal, external and resources

School personnel

- Nepotism,, vacancies, employment/termination process, board review of processes

Fiscal management

- Budget development/timeline, MUNIS, monthly reports, purchasing and inventory, investments, bidding, audits, travel expenses, credit cards, insurance

Facilities

- Planning, architectural services, bids and contracts, state funding, board construction responsibilities

Pupil transportation

- Legal, board responsibilities

Food services

- Funding, setting the price of meals, responsibilities

Risk management

- Risk exposures in education, board responsibilities

Curriculum and instruction

- Goals, objectives - local/state, planning appropriate programs, school council reporting

KERA strands

- Family resource centers, primary / preschool programs, extended school services

Special education

- Requirements of IDEA, implications for school boards, funding, mentors

Student achievement

- Academic expectations, comprehensive improvement plans, No Child Left Behind, ASAP for School Boards

Student assessment

- Measurements, consequences for schools in assistance, expected growth levels, testing

Discipline and safety

- Local discipline code, responsibility of superintendent/school council, expulsion